

August 1, 2002

TO: Violet Varona-Lukens
Executive Officer
Board of Supervisors

FROM: Anthony T. Hernandez
Director

SUBJECT: **UNMET NEEDS 2002-2003/REVISED**

The following is a revision of the unmet needs originally submitted on May 24, 2002. These revised needs have not been addressed in the Department of Coroner's proposed budget.

On-Call Investigator Program

Positions	Budgeted	Services & Supplies	Fixed Assets	Revenue	Net County Cost
			\$180,000	0	\$180,000

The purchase of ten (10) investigator sedans is required to begin implementation of the "On-Call Investigator Program." The program is designed to facilitate rapid response to field calls by eliminating the early-morning shift and in its stead, assign vehicles to investigators who will be on-call to respond to cases during this low case activity period. The program will enhance staffing during the peak response period and mitigate overtime. Sedan maintenance costs will be absorbed through program cost savings.

E-Commerce

Positions	Budgeted	Services & Supplies	Fixed Assets	Revenue	Net County Cost
Accounting Officer III (Reclassification)	1.0	0	0	\$20,579	\$20,579
Accountant I	1.0	0	0	\$38,900	\$38,900
Procurement Aid	1.0	0	0	\$33,457	\$33,457
Senior Clerk	1.0	0	0	\$31,639	\$31,639

The budgeted positions are requested to fulfill a Board of Supervisors mandate to implement e-commerce. Each position requested is expected to be revenue offset.

Implementation of the e-commerce project will expand the department's participation in the global market, increasing domestic as well as foreign transactions. Additional staff is needed to formulate policy and procedures for operating a global e-commerce in full compliance with legal requirements as well as Auditor-Controller fiscal requirements. Staff is also required to handle the anticipated fulfillment requirements for increased orders once e-commerce goes online.

Morgue Management/Long-Term Cases

Positions	Budgeted	Services & Supplies	Fixed Assets	Revenue	Net County Cost
Senior Typist Clerk	1.0	0	0	0	\$39,250

Morgue management of long-term cases has been reassessed and reconfigured to focus resources on problem cases. A separate database has been created to help facilitate and monitor the status of long-term cases. Many of these cases are awaiting the often-complex process of determining identity and establishing next of kin. This aspect is critical in avoiding claims and/or litigation alleging negligence on behalf of the coroner in fulfilling these duties. We are requesting one senior typist clerk to assist in coordinating cremation assignments, Public Administration handled cases, military veterans' dispositions, database information, management data input, and physical reconciliation of cases and regular monitoring of identification and next of kin information.

County Cremations/Field Response

Positions	Budgeted	Services & Supplies	Fixed Assets	Revenue	Net County Cost
Forensic Attendant	1.0	0	0	0	\$48,700

The LAC-USC Medical Center Morgue has collaborated with the coroner in an effort to handle cremation cases stemming from this office. Increased coroner management scrutiny and a concerted effort on the part of LAC/USC County Morgue staff have resulted in substantial elimination of the backlog of cremation cases. A dedicated forensic attendant will assume the responsibility for handling cremated remains and fetal deaths which need more direct and pro-active review to ensure disposition in a timely manner. This position will also serve to assist in providing transport services for high-profile cases requiring field response, evidence collection, and similar specialized needs.

ATH:eb

c: David Janssen, CAO
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Unmet needs 2002-03